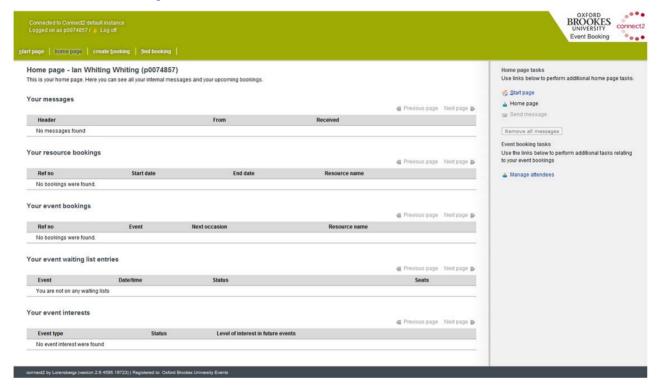|	OCSLD Administration Team Session Thursday 09 August **Next Steps Consideration Implementation of Connect2**

http://bookit.brookes.ac.uk/courses/

- **What did we learn from Monday's (06 August) training session?**
    - The session was in reality a diagnostics session to review function and capability of Connect 2

- **The OCSLD event management as it is at present (before Connect2)**
    - **See Process Map (link here)**
    - NB this is a pdf and to view it properly you will need to go to file and hit the download button
    - **Highlighted issues noted from the "at present process"**
        - Obtaining firm advanced dates from Developers is a lottery and chaotic.
        - Ideal solution is produce a yearly schedule (Sept- July) in preceding March
        - Frustrations with obtaining suitable rooms from room bookings . Major bottleneck in process.
        - Frustrations with the online catering form (this is a universal frustration not specific to OCSLD).
        - Frustrations with patchy return of delegate registration sheets and evaluation forms by developers.
        - Frustrations with just in time submission of delegate notes by developers.

- ○ **Agreed** that 2 weeks is a suitable normal default time to review Go/no go decision for borderline course with Developers.
  - ○ **Agreed** to send Developers notification that the typed up evaluation summary is available for them to review and make use of as they see fit.
  - ○ **Agreed** to review sub process around setting up lunchtime language programmes

- ● **The event management process end to end: Incorporating Connect2**
  - ○ **See Process Map (link here)**
  - ○ **NB** this is a pdf and to view it properly you will need to go to file and hit the download button
  - ○ NB: This adjusted process map incorporates
    - ■ Connect2 interventions
    - ■ Administration check list (using google docs)
    - ■ A future electronic event evaluation solution (still to be determined)
  - ○ **Highlighted issues noted from the "with Connect2"**
    - ■ Transferability of waiting lists from one event occurrence to another.
    - ■ Does connect2 alert an administrator if course becomes fully booked
    - ■ Potential problem regarding allocating new joiners to essential courses (Welcome to Brookes, H&S, and DSE training) before they are set up on the system.
    - ■ Consideration will be required as to which course should have waiting lists applied to them.

- ● **Piloting the system: what to choose?**
  - ○ It was agreed that a sample of events should be selected for piloting.
  - ○ To include some events cycles which would be completed before Christmas
  - ○ Complete initial review in January
  - ○ **Action: Admin team to determine pilot selection (Admin team meet 10 Sept)**

- ● **Event types Parent hierarchy**
  - ○ Need to consider the event Parent hierarchy
  - ○ Example of OBIS hierarchy
  - ○ Link to spreadsheet to start OCSLD hierarchy
    - ■ Use this as a started and Admin team to continue to expand
  - ○ Additional info from Valerie Web pages story board
  - ○ **Action: Admin team to determine Parent hierarchy (Admin team meet 10 Sept)**

- ● **Link to web (applying deep links into connect2) What needs to be considered?**
  - ○ To avoid user confusion the OCSLD website will be the main point of information for searching and selecting events (as opposed to Connect2).
  - ○ The web will apply "deep links into connect2" taking the delegate to the specific event area from which they can choose dates.

- ● **Consistency in course descriptions and information on the web.**
  - ○ Required a standardised template to be developed.
  - ○ NB: Staff Developers have embarked on this exercise for management and leadership courses and others

- ○ **Action: Liz D to start process of liaising with both Staff and Ed Devs and creating a prototype template.**
- **Forms pages (used to collect information form delegate) What should be included?**
  - ○ This is the form fill page feature which captures information required from the delegate on booking via connect2
  - ○ Examples gathered so far
    - ■ Faculty / Directorate from Pick list
    - ■ P number
    - ■ Main job title (as some staff have more than one) Free text
    - ■ Special dietary requirements Free text
    - ■ Additional information Free text limited character count
  - ○ **Action: Admin team to determine requirements ideally before Connect2 training session with OBIS**

- **Checklist outside of Connect2**
  - ○ **[Link to prototype event check list](#)**
  - ○ NB: This has been updated following on from our session
  - ○ **Action: Admin team aim to finalise check list requirements (Admin team meet 10 Sept)**

- **Connect2 top level automated response messages**
  - ○ Consideration will be needed to determine the required text for top level automated response messages generated by Connect2
  - ○ Examples include
  - ○ Required text for generic notifications
  - ○ Terms and conditions: What should be included? Generic with OBIS
  - ○ **Action: Lynn to Liase with Ian Purvis to devise and agree top level auto responses**

- **Event Coding system**
  - ○ In part a preparation forany new subsequent HR/Payroll system
  - ○ **Action: Admin team to start considering the determination and architecture of a coding system to discuss at their team meeting 10 Sept**

- **Developing a list of what to include in an OBIS run Connect2 training session**
  - ○ At Monday's diagnostics sessions Ian Purvis tentatively agreed to set up a Connect training session for circa week commencing 10 Sept
  - ○ I have set up a separate sheet to enable you to capture your thoughts regarding training. **[Here is the link to the list](#)**
  - ○ **Action: Admin team to start articulate key areas to be included within the training:**
  - ○ **Action: Lynn to liaise with Ian P regarding training session**

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